

Newfield Construction
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Project: 913 - East Hartford Senior Center
15 Millbrook Drive
East Hartford, Connecticut 06118

East Hartford Senior Center - Owner's Meetings Minutes

MEETING DATE: 10/14/2020 **MEETING TIME:** 9:30am - 10:30 AM Eastern Time (US & Canada)

MEETING LOCATION: Conference Call

OVERVIEW:

Bi-Weekly Owner's Meeting with Newfield Construction, Downes Construction, Christopher Williams Architects & The Town of East Hartford.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Christopher Williams	Christopher Williams Architects, LLC	Tel: (203) 776-0184	cwilliams@cwarchitectsllc.com	Present
Tom Baptist	East Hartford Department of Public Works	Tel: (860) 291-7105	tbaptist@easthartfordct.gov	Present
John Lawlor	East Hartford Department of Public Works	Tel: (860) 291-7372	jlawlor@easthartfordct.gov	Absent
Greg Grew	East Hartford Inspections & Permits	Tel: (860) 291-7345	mggrew@grewdesign.com	Absent
Mayor Marcia Leclerc	East Hartford Mayor's Office	Tel: (860) 291-7200	mleclerc@easthartfordct.gov	Absent
Dave Cormier	Newfield Construction	Tel: (860) 982-6629	davecormier@newfieldconstruction.com	Present
Alex DAgostino	Newfield Construction	Tel: (860) 983-6860	alexdagostino@newfieldconstruction.com	Present
Michael MacDonald	The Downes Construction Company	Tel: (860) 229-3755	mmacdonald@downesco.com	Present

Safety and Logistics

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	1	Site Safety and Logistics				Open	Old
Official Documented Meeting Minutes: Site Safety: -Overall site safety has been good. There have been no issues to date.							

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

	<p>COVID-19: -Newfield continues to stay up to date with all COVID-19 news. All rules/regulations are being closely monitored/followed -Crew sizes are being limited, hand sanitizing stations have been added and everyone is required to wear masks -All in person meetings have been cancelled and are being carried out via conference calls.</p> <p>Logistics: -No complaints have been received from the adjacent neighbors. -Tilcon has begun to pave the surrounding roads -A building tour will be held on Thursday October 15th at 3:00pm. -Newfield noted that the binder and finish coat of paving will be installed starting 10/14-10/15. There will be no parking on site until the following Monday.</p>
	<p>Previous Meeting Minutes: 09/16/2020: Site Safety: -Overall site safety has been good. There have been no issues to date.</p> <p>COVID-19: -Newfield continues to stay up to date with all COVID-19 news. All rules/regulations are being closely monitored/followed -Crew sizes are being limited, hand sanitizing stations have been added and everyone is required to wear masks -All in person meetings have been cancelled and are being carried out via conference calls.</p> <p>Logistics: -No complaints have been received from the adjacent neighbors. -Tilcon has begun to pave the surrounding roads -A building tour will be held on Thursday October 15th at 3:00pm.</p>

Submittals							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	1	Submittals Under Review				Open	Old
	<p>Description: ***Reference the Attached Submittal Log***</p>						
	<p>Official Documented Meeting Minutes: All submittals have been returned to date with the exception of the signage submittal. Newfield raised concern due to lead times. This submittal should be returned as soon as possible. CWA to provide the final grout colors for Creative Arts, Cafe & the Demo Counter Backsplash.</p>						
	<p>Previous Meeting Minutes: 09/16/2020: -Patio Umbrella: Revised finishes will be sent this week. The size will be revised to 19x19. Newfield noted that there may be an up-charge for the size increase. -Exterior Canopy: Newfield requested the final canopy color -Exterior Bollards: Safety Yellow per CWA -Exterior Signage: No selections have been made. Newfield requested the submittal be returned as soon as possible. Signage is typically a long lead item and needs to be released without delay.</p> <p>Remaining Open Submittals: -Entrance Floor Grilles: Direction needed from CWA without delay -Fire Extinguisher & AED Cabinets: Final selections needed from CWA without delay -Signage: Critical. Selections needed from CWA without delay -Visual Display Surfaces: Selections needed without delay. To be discussed with the Mayor</p>						

RFI's							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	1	RFI's				Open	Old
	<p>Description:</p>						

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	Reference the Attached RFI Log
	Official Documented Meeting Minutes: As of this meeting there are currently no open RFI's.
	Previous Meeting Minutes: 09/16/2020: There are currently two open RFI's which can be closed. There were no forthcoming RFI's noted.

Budget							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	1	Change Management				Open	Old
	Description: ***Reference the Attached Change Management Log***						
	Official Documented Meeting Minutes: Newfield is currently waiting on formal sign-off of PCCO #08 & #09. -Both Custom Metallic Paint & Wall Covering were reviewed for the dining/media separation wall. No formal direction has been provided as of this meeting.						
	Previous Meeting Minutes: 09/16/2020: PCO's #36R, 39, 40, 41, 42, 43 & 44 were approved during the meeting. Newfield to generate the next owner change order for formal signature and distribute to all parties. <u>Owner Change Orders (PCCO):</u> -Owner Change Orders #01, 02, 03, 04, 05, 06 & 07 have been fully executed -Newfield to generate PCCO #08 from the approved PCO's noted above.						
4.3	1	Payment Requisitions				Open	Old
	Official Documented Meeting Minutes: Payment requisitions #01-09 have been submitted and approved. The requisition for October 2020 will be submitted the second week of November.						
	Previous Meeting Minutes: 09/16/2020: -Payment Applications #01-07 have been submitted and approved -Payment Application #08 for August 2020 has been submitted. CWA made corrections to the General Trades Requisition due to the issues with the Metal Panels. Newfield to withhold \$10,000 dollars from the overall Metal Panel Line Items in addition to the retainage until the issues are rectified. CWA to generate a formal punch list to be addressed. -Payment requisition #09 for September 2020 will reflect the August revisions and be submitted the week of 10/12.						

Schedule							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	1	Two-Week Look Ahead Schedule				Open	Old
	Description: ***Reference the attached Two-Week Look Ahead Schedule***						
	Official Documented Meeting Minutes: An updated two week look ahead schedule was reviewed with all in attendance.						
	Previous Meeting Minutes: 09/16/2020: An updated two week look ahead schedule was reviewed with all in attendance.						

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Testing & Inspections

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	1	Special Testing				Open	Old
Official Documented Meeting Minutes: Special testing is nearing completion. The final required testing will be the paving.							
Previous Meeting Minutes: 09/16/2020: -No new items were noted. Special Testing Continues as needed for flatwork, paving etc.							
6.3	1	Town Inspections				Open	Old
Official Documented Meeting Minutes: Town inspections are being scheduled as needed. No new items to report.							
Previous Meeting Minutes: 09/16/2020: Town inspections are being scheduled as needed. No new items to report.							

Utilities

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
7.1	2	Eversource				Closed	Old
Description: On February 20th, 2020 Newfield Construction and J.E. Shea Electric met with Eversource. As a result of this meeting Eversource advised that the existing transformer and primaries were going to need to be replaced. RFI #03 was issued to the design team on the same day indicating what Eversource had advised.							
Official Documented Meeting Minutes: No New items were discussed. This item can be closed as the transformer is set and final power has been brought into the building.							
Previous Meeting Minutes: 09/16/2020: Newfield noted that final power is currently being worked on now that the transformer is set and the primaries are pulled.							
7.2	2	MDC				Open	Old
Description: On February 14th, 2020 Newfield was notified by Hubert E. Butler Construction that they tried to apply for their new connection permit with MDC and were denied submission as the "Availability & Capacity Analysis" had not been submitted by the town/design team.							
Official Documented Meeting Minutes: No new items to report at this time.							
Previous Meeting Minutes: 09/16/2020: No new items to report at this time.							
7.3	4	Fiber Install				Open	Old
Official Documented Meeting Minutes: No new items to report at this time.							
Previous Meeting Minutes: 09/16/2020: No new items to report at this time. The Fiber Installation is complete.							
7.4	4	Audio-Visual				Open	Old
Official Documented Meeting Minutes: The final PCO for supportive work for CMI has been issued and approved. Newfield will proceed with these revisions.							

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Previous Meeting Minutes: 09/16/2020: Newfield has submitted a final PCO for the scope of work required by CMI. Approval needed as soon as possible in as this is 1-2 week's worth of additional work for the electrician, drywall contractor and painter.							
7.5	9	CNG				Closed	Old
Official Documented Meeting Minutes: No new items to report. This item can be closed.							
Previous Meeting Minutes: 09/16/2020: Gas piping has been installed, tested and inspected. Final generator start up and starting will be scheduled once a date is received from the town.							

Alternates							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
8.1	2	PV System Status				Closed	Old
Description: As part of the bid the awarded Electrical Contractor (J.E. Shea Electric) provided an add-alternate for the complete PV System install. No formal decision has been made by the town in regards to accepting the alternate or if they will procure the system outside of Newfield's Contract.							
Official Documented Meeting Minutes: No new items to discuss. Newfield has completed all required conduit/pathways for the future installation of the PV System. This item can be closed.							
Previous Meeting Minutes: 09/16/2020: No new items to discuss. Newfield has completed all required conduit/pathways for the future installation of the PV System.							

New Items							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
9.1	1	New Items				Open	Old
Official Documented Meeting Minutes: No additional new items were discussed during this meeting.							
Previous Meeting Minutes: 09/16/2020: -The town noted that they will complete the landscaping in the spring. No additional scope is required to be completed by Newfield. -The town will advise if Newfield will have to complete any additional paving (Driveway at re-located sidewalk on Milbrook).							
9.2	1	Next Meeting				Open	Old
Description: The Meeting Minutes and attachments prepared by Newfield Construction should be reviewed by all parties. Please notify Newfield Construction's Project Manager within five (5) days of the issue date of any inaccuracies, discrepancies and/or deficiencies within. Otherwise, these minutes will stand as documented.							
Official Documented Meeting Minutes: The next meeting will be held on 10/28/20							
Previous Meeting Minutes: 09/16/2020: The next meeting will be held on 10/14/20							

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